



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL INTERESTED PERSONS
Job Classification	ADMINISTRATIVE COORDINATOR
Posting Number	PN# 109807
Department	Health & Human Services Department
Division	Disease Prevention and Control
Section	Bureau of HIV/STD Prevention
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES**

Performs varied professional administrative functions associated with organizing the development and implementation of administrative and supervisory activities of the Bureau of HIV/STD Prevention.

**CORE FUNCTIONS**

- Prepares, edits, and revises Bureau correspondence, to include annual, bi-annual, quarterly, and monthly summary reports on the Bureau activities.
- Prepares, reviews, and interprets operational policies and procedures manuals, ordinances, and regulation changes regarding federal, state, and local HIV/STD activities for the Bureau and its sub-contractors.
- Coordinates the planning, research, presentation, and evaluation of grant programs and announcements for HIV/STD Prevention.
- Coordinates the processing of Bureau time and attendance, travel requests, and activity calendar for all Bureau functions.
- Guides, trains, and evaluates Bureau administrative staff.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Five years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

**PREFERENCES**

- Experience in writing and developing operational policies and procedures, and report and grant writing.
- Strong written and verbal communication skills.
- Working knowledge of HIV/AIDS and relevant Community Based Organizations.

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION** **GRANT FUND POSITION**

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

**Salary Range - Pay Grade 24**  
\$1,419 - \$2,677 Biweekly      \$36,894 - \$69,602 Annually

**OPENING DATE** April 5, 2006

**CLOSING DATE** April 18, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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